



Updated June 2021

New Residential Dwelling Required Document Checklist

Please Note:

- All documents on this list are required.
- All the documents must be submitted at the same time
- We *cannot* accept singular documents that do not comprise a **complete** application.
- We cannot “hold” documents for you.
- We cannot accept singular documents by email.
- This list should be used in conjunction with information on our website.

1. Wisconsin Uniform Building Permit Application

- Signed and Dated
- Res Check Calculation Filled In
- Setbacks Filled In
- Subs and Licenses
- Project Cost
- EMAIL for receiving inspection reports

2. Building Plans

- If the dwelling is in a Village, City or the Town of Clifton, you must submit: (2) 11"x17" sized copies and (1) 24" x 36" sized copy for a total of 3 copies of the plans.
- If dwelling is NOT in a Village, City, or the Town of Clifton, you must submit: (1) 11"x 17" sized copy and (1) 24"x 36" sized copy (or very similar) for a total of 2 copies of the plans.

3. Braced Wall Detail *Please check one:*

- I have clearly indicated ALL 5 requirements:
 1. Description of circumscribed boxes
 2. Placement of wall bracing on plans
 3. Method Used
 4. Amount of bracing **REQUIRED**
 5. Amount of bracing **PROVIDED**
- Using SIPS so I am providing a copy of the engineering instead of Braced Wall Detail
- I do not need Braced Wall Detail because I am building my house like a pole shed with posts in the ground

4. Plat Map/CSM *Please check one:*

- A copy of CSM with a legend that shows setbacks
- A plat map showing setbacks
- Unplatted—remember, it's up to you to know your setbacks, easements, etc. for your lot.**

5. Site Plan

- Site Plan drawing using Site Plan Checklist

6. Erosion Control Plan

- Erosion control packet **AND/OR**
- Indicated on site plan where dirt is going be placed and controlled

7. ResCheck Paperwork *Must have both:*

- UDC 2009 or Heating Equipment Sizing Summary
- AND**
- IECC 2009

8. Copy of Recorded Deed

- Recently transferred properties whose correct ownership has not been updated in the County GIS must provide a copy of the recorded deed

9. Zoning Documentation *Please check one:*

- Copy of Issued Land Use Permit from Pierce County
- Copy of Issued Zoning Permit from River Falls or River Falls ETZ
- Not Needed**
- Other** _____

10. Sanitary Permit

- Copy of ISSUED permit from the county

11. Driveway Permit *Please check one:*

(YES, this is required even if it looks like the driveway is already in.)

- Copy of Issued Permit from Authorized Authority
- Written Documentation from Authorized Authority Indicating Permit Not Needed
- Completed Application for the Town of Hammond, Town of Richmond, Village of Baldwin, or Town of Kinnickinnic, Town of Oak Grove, Town of Clifton
- Property is located in the Village of Ellsworth, Village of Elmwood, Village of Roberts, Village of Spring Valley, Village of Wilson, or the City of Prescott